

# Con-nect Reports

You can use the Reports function to generate different types of reports which show cabinet usage statistics.

**Note:**

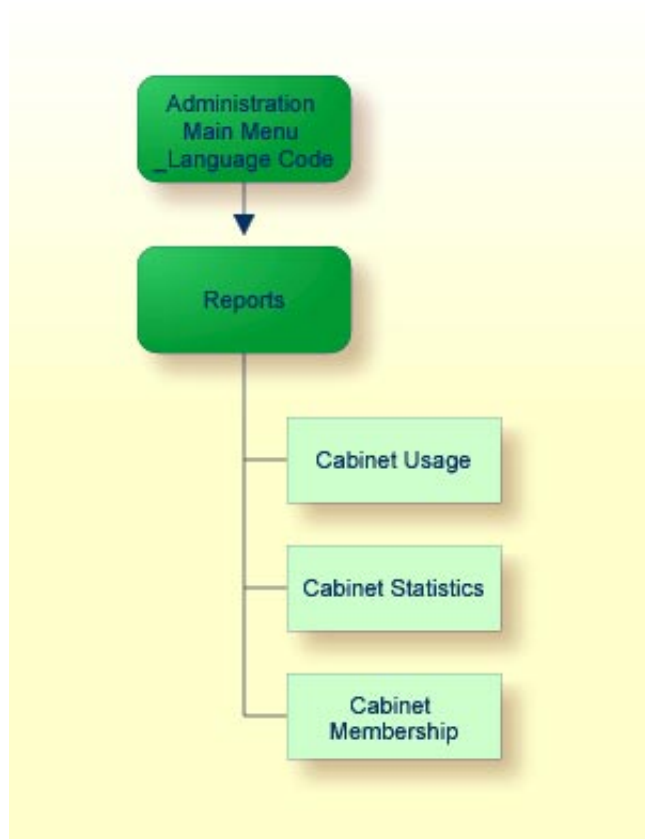
There is no restriction as to the type of administrator (e.g. supervisor, system administrator) you must be to use this function.

This chapter covers the following topics:

- Navigating Through Reports
  - Cabinet Usage
  - Cabinet Statistics
  - Cabinet Membership
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## Navigating Through Reports

The following diagram shows the path you must take to invoke each aspect of Reports.



## The Reports Menu

Mark the "Reports" field on the "Administration - Main Menu" with any character and press ENTER; or press the PF-key assigned to that function.

9:19 AM	* * * C O N - N E C T 3 * * *	14.Feb.94
Cabinet LS	Administration - Reports	A03000
Select a Function:		
_ Cabinet Usage		
_ Cabinet Statistics		
_ Cabinet Membership		
_ Return to Menu		
Cabinet _____		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Help Menu Quit Logon Stat Membr		
Mark one item from the list above		

### Note:

The screen above is displayed until all requested information has been compiled, *do not* press ENTER a second time.

If you select the Cabinet Usage function and specify a cabinet in the "Cabinet" field on the "Administration - Reports" screen, the list of cabinets begin with that cabinet. If a cabinet has been accessed on the current day, the information is highlighted.

If you select the Cabinet Statistics or Cabinet Membership function and specify a cabinet in the "Cabinet" field, the report which is displayed applies only to that cabinet.

If in the case of all of the above functions you leave the "Cabinet" field blank, an alphabetical list of cabinets is displayed. To scroll to a cabinet beginning with a specific character(s), you can enter the character(s) in the "Position to" line and press ENTER. Then, you must mark the cabinet you want and press the appropriate PF-key.



**Name/Description**

Full name of the user if the cabinet is a private cabinet, or the description of a standalone, shared or public cabinet.

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Indicates that someone other than the person to whom the cabinet has been assigned has used the cabinet (with the command sequence "USE Cabinet *cabinet-ID password*").

**Last Access**

User ID of the last user who used the cabinet and the date and time of the last logon. If the last logon occurred on the current date, this information is highlighted.

An X to the right of the date and time indicates that the cabinet is pending for deletion.

**Position to**

To scroll the list to cabinets beginning with a specific character or string of characters, enter the character(s) in the "Position to" line and press ENTER. This causes the list to scroll to the first cabinet which begins with the character or string of characters you specified.

## Cabinet Statistics

The Cabinet Statistics report consists of two screens.

The first screen lists all objects in the cabinet and the number of occurrences of each object (count) as shown below.

**Note:**

The object Member is the total number of members in the cabinet's distribution lists.

10:14 AM	* * * C O N - N E C T 3 * * *				14.Feb.94		
Cabinet LS	Administration - Cabinet Statistics				A03002		
	Cabinet MMH						
Object Name	Count	Object Name	Count	Object Name	Count	Object Name	Count
-----	-----	-----	-----	-----	-----	-----	-----
Address	5	Printer	2				
Applicat	1	Referenc	8				
Appointm	2	Resource	5				
Command	7						
Distribu	2						
Document	>9999						
Folder	14						
File	9						
Form	10						
Meeting	2						
Member	6						
Menu	6						
Notepad	8						
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---							
Press ENTER to continue							

If an object occurs more than 9999 times in the cabinet, >9999 is displayed for that object in the "Count" column.

The second screen displays the number of items in the Inbasket, Outbasket and Wastebasket.

```
12:46 PM          * * * C O N - N E C T 3 * * *          14.Feb.94
Cabinet LS        Administration - Cabinet Statistics      A03002
                  Cabinet LS

Inbasket      2          Outbasket          Wastebasket  4

Phone
Invitations
New           2
Opened
Postponed

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit
Press ENTER to continue
```

## Cabinet Membership

```

7:35 AM                      * * *   C O N - N E C T   3   * * *
Cabinet LS                   Administration - Cabinet Membership
                                Cabinet TEAM5
                                A03003
                                14.Feb.94

Name      Type  Object      Cabinet  Description      Members
-----
Team      Shared Cabinet      Research  Research Applications      2
          Distribu LS        Fiber Optics team          15

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit  Top
Press ENTER to continue

```

The Cabinet Membership report lists the following information regarding the distribution lists and cabinets of which the specified cabinet (i.e. the cabinet ID entered in the "Cabinet" field) is a member:

## Name

Name of the distribution list of which this cabinet is a member.

## Type

Type of cabinet of which this cabinet is a member.

## Object

Type of membership i.e. member of a distribution list or member of a cabinet.

## Cabinet

Cabinet containing the distribution list, or of which this cabinet is a member.

### Description

Description of the object.

## Members

Number of other members of the list, or of the cabinet of which this cabinet is a member.

